

# First Aid Policy and Guidelines Schools



## Purpose

Melbourne Archdiocese Catholic Schools Ltd (MACS), and the schools it governs and operates, strive to be communities of faith, hope and love, where the wellbeing and interests of all students is foremost. We have a responsibility to provide a safe work environment for all members of our school community. We have a particular duty of care for the safety of our students. It is important, therefore, to identify the first aid arrangements and facilities in place to ensure all injured and ill people get immediate and adequate treatment.

Appropriate first aid facilities, training and resources must be in place in each school or workplace to meet the first aid needs of staff, students and others in the workplace or school, or in school approved activities, including those activities that take place off site or out of school hours.

## Scope

These guidelines apply to all employees, students and others in all schools and workplaces governed and operated by MACS, including specialist schools established and operated through its subsidiary Melbourne Archdiocese Catholic Specialist Schools (MACSS).

## Definitions

**First Aid** – the emergency treatment provided to employees, students and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioners.

**First Aid Officers** – staff members who have been trained in first aid and are designated to provide initial care of ill or injured staff, students or others.

## Policy

First aid facilities to meet the needs of staff, students and others must be in place in schools and for school approved activities, including off site activities such as camps and excursions, and out of hours school events.

Sufficient staff must be trained under the provisions of the Occupational Health and Safety Act 2004 to ensure adequate provision of first aid based on the number of students, the activities being undertaken and the environment.

A first aid officer with current first aid qualifications must always be available to respond and assist an ill or injured person.

Additional staff with relevant training must be available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

Additional training for anaphylaxis management will be undertaken by all staff in schools.

A first aid risk assessment will identify the minimum first aid requirements for a school and considers:

- the size and layout of the school – buildings, external areas
- high risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas
- the number of campuses
- the number of employees, students and others in the workplace
- known medical conditions of staff, students and others
- previous incidents or trends in illness or injuries
- the nature and location of camps, excursions and other off site activities
- school vehicles
- proximity to medical facilities and access to emergency services
- proximity of hazards in the school or local environment.

This risk assessment will identify the following:

- the number of designated first aid officers
- the location of first aid room, if required
- the number, location and contents of first aid kits.

The risk assessment is to be reviewed regularly to ensure that the first aid resources in the school continue to meet the needs of the community. A first aid risk assessment is to be completed prior to camps and excursions.

#### **First aid officer training**

It is the responsibility of the principal or their delegate to ensure that designated first aid officers have completed the recognised training. The first aid risk assessment will determine the level of first aid training to be undertaken and the number of first aid officers required in the school.

The minimum training requirement is HLTAID011 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 must be completed each year.

#### **General first aid training for staff**

All staff are to complete the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 each year.

All staff are to attend two briefings on anaphylaxis management conducted at the school by the anaphylaxis supervisors. In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and have their competency in using an adrenaline autoinjector tested in person within 30 days of completing the course. Staff are required to complete this training every two years.

Training in the management of asthma should be undertaken annually. Depending on the student population, additional training in other medical conditions, such as diabetes or epilepsy may be recommended following the first aid risk assessment

A register of all first aid training is kept in the school by a person nominated by the principal.

## **Responsibilities of first aid officers**

First aid officers provide initial care to injured or ill staff, students or others by delivering first aid treatment in accordance with the level of their training. They are not required to diagnose conditions or to provide ongoing medical assistance. When appropriate, the first aid officer will refer the ill or injured person to additional medical advice or assistance. The first aid risk assessment will determine the appropriate number of staff designated as first aid officers in each school. The principal must ensure there are adequate staff trained in first aid to meet the needs of the particular school environment and population.

## **Location of first aid**

Where it is determined that a first aid room is required in a school, the location of this room must be known and easily accessible by the school community and emergency services, and readily identifiable with appropriate signage. This room is not to be used for any other purpose and be well-lit and ventilated. The first aid facility is to be equipped in accordance with the Worksafe compliance code: First aid in the workplace.

If it is not possible to provide a first aid room, an area must be provided for ill or injured staff, students or others to rest. This area should meet as many requirements as possible of those for first aid rooms.

The first aid room or area must be in a location that can be supervised by a staff member with first aid training at all times. A locked cabinet for the storage of medication must be available in the facility.

## **Communication with Parents, Guardians and/or Carers**

Information about the school's policies and procedures for first aid, distribution of medication, and management of students with medical conditions will be provided to parents, guardians and/or carers. Updates to these policies and procedures will be provided through the school's website, newsletters or online applications.

The school will request that parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents will be requested to provide this information annually, prior to camps and excursions and if the child's medical condition has changed.

An incident report will be completed when first aid is administered. This report will be kept in the school and a copy provided for the parent, guardian and/or carer of the student.

Parents, guardians and/or carers must be notified as soon as possible if required to collect an ill or injured student from the school. When a parent cannot be contacted, the principal will contact the emergency contact nominated by the parent, guardian and/or carer.

## **Procedures**

### **A. College Sick Bay**

- The College sick bay is located in the administration area.
- The sick bay is supervised by the Level 3 First Aid Officer and the administration staff who all have first aid qualification.
- The two Level 3 First Aid Officers are Ms Atalina Ulugia-Sa'ena (Administration) and Ms Vella (Library).

Level 3 First Aid staff are responsible for the following:

- Management of the First Aid Room (including supplies, equipment, first aid bags, accident / injury register and sickbay records)

- Maintaining and updating the first aid kits located around the school.
- Being the first point of contact for an accident or illness related emergency occur.
- Assessing first aid needs and the required action in this type of an emergency.
- Keeping Leadership informed regarding decisions made, action taken and needs in this type of situation.
- First Aid support at whole school events.

Where possible, the two Level 3 First Aid staff work together in an emergency.

## B. Sick Bay Procedures

- If a student is unwell, they report to the Office.
- First Aid Officers are available for students who are referred to sickbay for minor ailments / injuries.
- Most teaching and non-teaching staff have up to date Level 2 first aid training.
- Two non-teaching staff members have Level 3 First Aid Training, including training to use the defibrillator.
- In the case of a more serious illness or injury, where possible, the situation will be managed by Level 3 First Aid staff.
- Analgesics will only be administered with parental permission.
- Parents / Carers are contacted by phone when students are too ill to return to class and need to go home, when there is a serious injury requiring medical attention or when there is a concern / doubt over the illness or injury.
- Every effort will be made to contact parents directly, whether at home or work. Emergency numbers will only be used if this contact is impossible and the illness / injury warrants this.
- All visits to the sickbay and actions taken will be recorded on SIMON.
- Parents / Carers will be notified of all sick bay visits and actions through the SIMON everywhere app or the Parent Access Module on SIMON. Sick bay notifications are sent out at the end of the school day.
- All students attending the sickbay are given a sick bay pass through SIMON.
- If an injury is sustained by a student or staff member, a report is made in the 'School Accident Register' through the CEVN – School injury/incident Report. Depending on the injury, an incident report for WorkSafe may also need to be completed.
- Year Level Leaders and pastoral care teachers are notified when students are home for illness or injury through the school's attendance package SIMON.
- Where a student has a condition that requires daily medication office staff will supervise the administration of the medication and keep records of the time the medication was taken.
- In the case of serious accident / illness / injury, a Level 3 First Aider will follow up the family to see how the student is doing and inform relevant staff.

## C. First Aid Kits

First Aid kits are located at the following places in the school:

Location	Room	Kit
Library		
Psychologist's Office	7	Kit includes an EpiPen
Language Centre Kitchen		
Learning Diversity Office		
Canteen		Kit includes an EpiPen
Years 8 and 9 Year Level Leaders Office	10	
English / Humanities Staff Study	16	
Food Technology	18	Kit includes an EpiPen

Science Preparation Room	21	
Maths / Science Staff Study	22	
Year 7 Level Leader's Office	Williams staff	
Visual Arts Room	27	
Wood Technology Prep Room	38	
Maintenance Shed		
Sports Equipment Room (Hall)	Hall	
Kitchen (Hall)	Hall	

The basic first aid kit contains sunscreen, antibacterial / disinfectant, gloves, an asthma emergency kit, band aids, bandages of varying sizes, gauze swabs, emesis bags, sanitary items and eye wash. Additional materials are included in specialist areas – these are particular to the needs of the area.

#### **D. Medical Information**

- Parents / carers complete medical information through the Parent Access Module (PAM) on SIMON.
- Parents and cares need to check and update medical information at the beginning of each year, when their child's health information changes and for each excursion or off site activity.
- Staff personnel records and contact details are checked once a year.
- Any staff member with a medical condition that needs to be known is asked to notify the Principal.

#### **E. Medical Emergency (At School)**

In the case of an accident or sudden illness, staff need to:

- Stay with the injured or sick student.
- Assess the situation to see what first aid they can administer immediately.
- Send a student to the office for assistance, giving the name of the student and a brief description of the accident / injury / condition.
- Where possible, or if necessary, ask other students to move away.
- Once assistance arrives, the staff member focuses on care of other students.

In response to the call for assistance, the Level 3 First Aid staff will:

- Check the student's medical information.
- Bring a mobile phone and emergency first aid kit to the situation.

On arriving at the scene, the Level 3 First Aid staff will:

- Assess the seriousness of the injury / condition.
- If it is minor, the student will be taken to the sickbay and normal sickbay procedures will be followed.
- If the injury is not serious enough for an ambulance but the student needs to go to the doctor or hospital, a Level 3 First Aider will accompany the student to the doctor or hospital, if the parent is not available.

If the injury / condition is serious, they will:

- Call for an ambulance.
- Stabilize the patient and administer First Aid.
- Call for assistance from another first aider, preferably the other Level 3 First Aid staff.
- Inform College Leadership who will:
  - Contact parents or next of kin (staff).

- Arrange staff to direct the ambulance when it arrives.
  - Organize supervision and care of other students.
  - Ensure area around the injured student is clear.
  - Set in motion follow up procedures (i.e. information to staff and students, support for staff and students involved in the incident etc.)
  - Enact lockdown procedures if required.
- Travel with the patient in the ambulance should parents or next of kin not be able to do this.
  - Complete a School injury/incident Report form through the CEVN website, which includes a Worksafe Incident Report.

## **F. Medical Care and Emergency (offsite)**

Prior to the excursion / camp / off site activity, staff need to check the medical information for students who are attending. A summary of student medical needs is available through the Excursions / Activities module of the SIMON Learning Management system.

The designated first aid officer for the excursion needs to take a mobile phone and first aid kit on the excursion. In case of a more serious injury or illness, they need to:

- Assess the situation and provide first aid as needed.
- Call an ambulance if this is needed.
- Contact the school to make them aware of the situation, and for assistance and advice.
- Record minor treatment in SIMON – Student Attendances and complete the School injury/incident Report form through the CEVN website, which includes a Worksafe Incident Report for more serious issues.

When offsite, staff can access student medical information online via SIMON.

## **G. Yard Duty and P.E. Classes on the School Oval**

Staff on oval yard duty and P.E. teachers with classes on the oval need to take a First Aid Kit containing asthma treatment, disposable gloves, facemask and mobile phone.

## **H. School Camps**

Most staff on camp will have First Aid qualifications and one staff member will be the designated First Aid lead.

This First Aid Lead on camp is responsible for:

- The first aid kit and administration of first aid for the duration of the camp.
- Being familiar with student medical information and any serious health issues students may have.
- Making final decisions on health related issues.
- Supervision of medications, where this is necessary.
- Going to the doctor or the hospital with a child where this is needed.
- Informing the staff member responsible for the camp of any serious illness.
- If possible it should be the First Aid person who takes his / her car on camp.

## **I. Safety Procedures**

### **a) Needles (Students)**

If a student finds a needle or syringe on school grounds, they should not touch it or allow any other person to touch it. They need to notify a member of staff who will arrange for it to be disposed of safely.

### **b) Needles (Staff who are disposing of needles / syringes)**

- A sharps container, gloves and tongs are kept in the sickbay.
- Always take the sharps container to the syringe.
- Pick up the syringe by the barrel end – away from the needle, using tongs.
- Never attempt to replace the cap on the needle.
- Place the needle and syringe in the sharps container.
- Return the sharps container to the sickbay. (Arrangements are in place to empty this.)
- Dispose of gloves in the hazards disposal bin provided in the sickbay.

### **c) Blood / Body Fluid Contact**

In order to guard against blood-borne infections such as hepatitis B, C and D, as well as HIV staff and students are advised to follow these infection control guidelines:

- Wash hands with soapy water.
- Cover all exposed cuts with waterproof dressing.
- Use disposable gloves when dealing with wounds, and latex shields (mouth guards) for resuscitation.
- Disinfect and wash bloodstained clothing in diluted bleach and wipe contaminated surfaces with hot water and bleach.
- Place bloodstained tissues etc. in the hazards disposal bin provided in sickbay or in a plastic bag before disposal.
- After risk of blood contact, thoroughly wash hands and lower arms.

## **J. Procedures for students with asthma**

### **Asthma Management Plans**

- Parents / carers of students with asthma need to complete an Asthma Management Plan at the beginning of each school year.
- Parents / carers are responsible for notifying the school if there are any changes to this plan.
- Student Asthma Management Plans are stored on SIMON, are accessible to all staff and noted with a medical alert on class rolls.

### **Treatment of asthma attacks**

Generally, the school will follow steps outlined in the Student's Asthma Management Plan. If no School Asthma Management Plan is provided for a child with asthma or in cases where a student is having difficulty in breathing, the school staff will use standard asthma first aid as follows:

- Sit the student down and calm them.
- Administer a blue reliever puffer (Ventolin, Airomir, Asmol, Bricanyl) in 4 separate puffs, through a spacer. (Spacer technique: 1 puff / take 4 breaths from spacer, repeat until four puffs have been given)

- Wait 4 minutes. If there is no improvement, give another 4 separate puffs, as per Step 2.
- Wait 4 minutes. If there is no improvement, call an ambulance and state that the student is having an asthma attack.
- Repeat steps 2 and 3 whilst waiting for the ambulance.
- The College will notify families through the appropriate pro-forma if Ventolin (or similar) has been administered.

### **Asthma Medication**

- Students with asthma should bring to school, and carry with them their blue reliever puffer and use it immediately symptoms develop.
- Parents are responsible for ensuring the student has an adequate supply of medication, notifying the school through the medical form that the student is taking medication and that it is labelled clearly.
- Students may wish to store an extra reliever puffer in the sick bay as long as it is labelled with their name, name of medication, dose and frequency.
- Expiry dates of stored reliever puffers will be periodically checked by the person in charge of first aid, and parents notified if these need to be replaced.
- A disposable spacer and blue reliever puffer is kept in all First Aid Kits, Oval First Aid Kit and the emergency first aid kit taken by PE staff when they are on the oval or off site.

### **Asthma Awareness**

- The school endeavours to promote asthma awareness with staff, students and parents.

### **K. Access to First Aid Guidelines and Procedures**

This are published on the College website.

### **Policy compliance**

Conduct a first aid risk assessment of the school:

- Identify the best location for first aid in the school
  - appropriate signage to be used
  - facilities to be provided
  - how supervision of the area will be provided.
- Identify the number of first aid trained officers required
  - who are the first aid officers
  - what training will they receive
  - determine who will maintain the first aid training register
  - determine procedure for the storage and distribution of medication to students.
- Identify the number of first aid kits, their location and contents



- determine who will maintain the first aid kits
- determine the procedure for camps and excursions
- determine the procedure for yard duty and school activities.

Communication with parents/guardians/carers:

- Where will the school's policies and procedures be available to the school community
  - determine the procedures for contacting parents/guardians/carers after an incident or illness
  - determine the procedures for requesting medical information from parents/guardians/carers.

## Resources

Department of Education and Training Victoria First Aid Content Checklist, available on the [First Aid for Students and Staff webpage](#)

[Murdoch Children's Research Institute HeadCheck Concussion Recognition Support Tool](#)

[The Royal Children's Hospital Melbourne Head Injury – return to school and sport](#)

[CECV Student Activity Locator](#)

## Related policies

Anaphylaxis Policy

Medical Management Policy

## Policy information

<b>Responsible director</b>	Director, Learning and Regional Services
<b>Policy owner</b>	General Manager, Learning Diversity
<b>Approving authority</b>	MACS Executive Director
<b>Assigned board committee</b>	Child Safety and Risk Management Board Committee
<b>Approval date</b>	14 September 2022
<b>Risk Rating</b>	High
<b>Date of next review</b>	April 2023

POLICY DATABASE INFORMATION	
<b>Assigned Framework</b>	Care, Safety and Welfare of Students
<b>Related documents</b>	School First Aid Form – School and Parent/Guardian/Carer School First Aid Risk Assessment
<b>Superseded documents</b>	MACS First Aid Policy and Guidelines – v1.0 – 2021
<b>New policy</b>	